

SECRET

12 October 1970

MEMORANDUM FOR: Support Directorate Inventory Project Officer

SUBJECT : Reports Inventory

REFERENCE : Memorandum from DD/S, dated 28 August 1970,
Subject: Improving Federal Reporting and
Reducing Related Paperwork

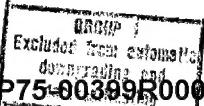
As requested, attached is the inventory of Office of Medical Services significant reports. There are twenty-seven (27) reports in this inventory with the estimated annual costs as indicated:

<u>TYPE</u>	<u>NO. OF REPORTS</u>	<u>ESTIMATED ANNUAL COSTS</u>
Manual	23	\$12,787.70
Computer	4	2,944.00
TOTAL	27	\$15,731.70

[Redacted]
Executive Officer
Office of Medical Services

25X1

Enclosures (27)
Reports Inventory (Form 142)



SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reports Inventory

FROM: Executive Officer, Office of
Medical Services
1D-4061 Headquarters

EXTENSION

NO.

25X1

12 October 1970

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. Support Directorate Inventory
Projects Officer
Attn: [redacted]
2. 702 Magazine

RECEIVED FORWARD

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Off's request care to
absentee in States
Wich, OP.

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Man-hours
Manual Reports

Manuel Reynal Cast

Practical Computer
Project Costs

N
0 0 0 4 4
0 0 0 0 0
0 0 0 0 0
0 0 0 0 0
* * *

Man. hours
Computer Repair

H
H H 4 0 0
0 0 0 4 4
* * *

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Computer Cast
Danglers Prepared

6 2 2 2
4 4 0 0
0 0 0 0
0 0 0 0
* * *

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